



Traffic Systems Design Handoff Form

169 Brick Store Landing Road, Smyrna, DE

Project Name: _____

Contract/Project No.: _____ Maximo No.: _____

Designer Name: _____ Date: _____

Handoff To: ☐ Traffic Construction ☐ Power Company
☐ Traffic Maintenance ☐ Other: _____

Project Type: ☐ Capital ☐ Traffic ☐ Pave & Rehab
☐ Pavement Markings ☐ Signing ☐ OIT
☐ Power Company Lighting ☐ Developer ☐ Other: _____

Permit Number(s): _____

Description: _____

Project Justification: _____

Funding Approval: ☐ Yes ☐ No

Funding Notes: _____

Priority: ☐ ASAP ☐ High ☐ Normal
☐ Support Expected Start: _____

Communication/ITS Needs: (i.e., fiber, CDMA, etc.) _____

Fiber Quote?: ☐ Yes ☐ No

Special MOT Notes: (Time Restrictions, Ped MOT, etc.) _____

Pedestrian MOT Required?: ☐ Yes ☐ No By? (initials) _____

Overhead Signing: ☐ Yes ☐ No

Timesheet Status: ☐ Complete ☐ Pending ☐ Not Required

Public Relations: DeIDOT PR lead: _____
☐ PCMS ☐ Press Release ☐ None
☐ Other: _____

Version: ☐ Original ☐ Revision Number: _____

Comments: (e.g. special order items, decorative poles, APS, etc.) _____

Soil Boring (s) complete: ☐ Yes ☐ No Soil Boring Project Number: _____

File Name and Location _____

Attachments: Plans: ☐ Yes ☐ File Location: _____

Estimates: ☐ Yes ☐ File Location: _____

Other: ☐ _____

Mast Arm Review: ☐ Union Metal ☐ TST Date: _____

Verify Traffic Signal Resolution Exists: ☐ Yes ☐ File Location: _____
☐ No, coordinate with Traffic Studies Manager



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Handoff Email Distribution List

Signal Construction

Mark Luszc Peter Haag
Mark Harbeson
Eddie Toulson
Mike Havel
Jack Hardy
Frank Motley
Will Newcomb
Dustin Shane

Signal Maintenance

Rob Kern (NCCo only)
Erin Remus (Kent and Sussex only)
Dan Schmeusser

Design

Max Saintil Naa-Atswei Tetteh
Scott Neidert
Renford Brevett

Finance

Amanda Davis

Safety

Don Weber Jeff VanHorn
Jerry Nagyski
Marvin Pedigo (North)
Martin Lord (NCCo Canal)
Warren Ziegler (Kent)
Dan Thompson (Sussex only)
Beth Anthony
Rodney Mullnack

Public Relations

Louise Holt

Legislative Relations

Aimee String & Meaghan Barna**

M & O

Geri C. Larson****

Architectural Accessibility Board

Jennifer Lieber

Bridge Design

Jason Hastings*
Jason Arndt*
Nathan Draper*

Business Management

Gloria Bryans#
Linda Saulsbury#
Rick Tracy#

* Bridge reviews all non-breakaway poles
** For Press Release related to Traffic Only projects

HazMat

Maureen Kelley
Jeff Leonard

Signing

Nick Mogle
Erik Ball Don Ziegler
Bob McNamire
Lee Benningfield (NCCo only)
Tim Weishaupt (Kent only)
Denise Coulbourne (Sussex only)

North District

Brian Schilling# Stewart Douglass#
Gerard Mulderrig## Anthony Riccio#
Frank Pepper#

Central & South District

Jason McCluskey# Gemez Norwood###
Alastair Probert# Richard McCabe###

for District lighting projects only ## for Developer projects only
for all lighting projects statewide

OIT+

Dave Gray+ Travis Hewitt+
Dan Akeme+ Scott Sieg+
Daryl Harris+ Ron Galbreath+++
Denise Ksiazek++
Jason Rashid

ADA

Tom Nickel

Utilities

Eric Cimo

+ only when project has ITMS communications involvement
++ only when project has fiber involvement
+++ only when project requires ITMS data circuit coordination with Verizon
++++ only when project involves CTF funds

Rail

Richard Sinegar

Traffic Studies

Chris Sylvester^
Initiating Staff Member ^

^ only for projects initiated by Traffic Studies

General Note:

Power company lighting projects only need to be handed off to the Power Company, Design, Finance, Business Management, and District.